

JOBS POLICY BROADCAST

PB #26-031

Allowable Hours for Job Search/Job Readiness

Effective Immediately

DES 2-10.503

This Policy Broadcast is to inform staff that **effective immediately**, the Jobs Search/Job Readiness work activity will be limited to **12 weeks** per fiscal year of which no more than **4 weeks can be consecutive**.

Case managers should review their caseloads for participants currently using the JSN (state activity code for Job Search/Job Readiness) to determine if Job Search/Job Readiness could again be a countable activity.

It is very important to note that there are short time limits on participating in this activity. Case Managers should try to use Job Search/Job Readiness in no more than 2 or 3-week intervals because the 4 consecutive week mandate still applies.

The Jobs On-line Manual will be updated to reflect these changes in the next revision.

All requests for clarification should be sent via e-mail to +EA Policy & Training or EAPolicyTraining@azdes.gov and copied to DBlackman@azdes.gov by your policy designee.